

# *Town of Acton*

## *Annual Town Meeting Warrant*



**DRAFT 2/28/2012**

*Monday, April 2, 2012*

**The Annual Town Meeting will convene at 7:00 PM in the  
Acton-Boxborough Regional High School Auditorium  
36 Charter Road**

# *Notice of Election and Meeting*

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## **Annual Town Election Tuesday, March 27, 2012 7:00 AM – 8:00 PM**

**Precinct 1** – Nagog Woods Club House – 100 Nonset Path  
**Precinct 2** – Conant School – 80 Taylor Road  
**Precinct 3** – Blanchard Auditorium, R. J. Grey Junior High School – 12 Charter Road  
**Precinct 4** – Blanchard Auditorium, R. J. Grey Junior High School – 12 Charter Road  
**Precinct 5** – Blanchard Auditorium, R. J. Grey Junior High School – 12 Charter Road  
**Precinct 6** – Conant School – 80 Taylor Road

For assistance in determining your election voting location, please use the State Elections Division's web site **[www.WhereDoIVoteMA.com](http://www.WhereDoIVoteMA.com)** or contact the Town Clerk's office by e-mail at **[clerk@acton-ma.gov](mailto:clerk@acton-ma.gov)** or by telephone at **(978) 929-6620**.

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## **Annual Town Meeting Monday, April 2, 2012 7:00 PM Acton-Boxborough Regional High School Auditorium 36 Charter Road**

Note: Copies of the detailed Municipal Operating Budget are available at Town Hall. Copies will also be available at Town Meeting.

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## *Transportation to Town Meeting*

### *Take MinuteVan to Town Meeting!*

With the Town's MinuteVan Dial-a-Ride service, transportation to and from Town Meeting is available for \$2.00 a ride one-way (\$4.00 round-trip).

Because MinuteVan's hours will have to change to accommodate Town Meeting's late hours, we ask that you book Town Meeting rides by Thursday, March 31. Call (978) 844-6809 or visit **[www.minutevan.net](http://www.minutevan.net)** on the Internet.

## *Board of Selectmen's Message*

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This Town Meeting Warrant is your invitation to participate in the legislative portion of Acton's town government. Acton citizens have a cherished tradition of governing themselves by means of an open Town Meeting. We encourage all Acton residents to attend. All registered voters are urged to participate in the debate and vote on the Articles presented. Other residents, even if they are not registered voters, are invited to attend and observe, or to view the proceedings on our Government cable television channels, Comcast channel 10 and Verizon cable channel 45.

### **Town Meeting Dates, Times and Location**

The Annual Town Meeting will begin on April 2 at 7:00 PM in the Acton-Boxborough Regional High School Auditorium. Town Meeting is then expected to continue on additional consecutive nights. All adjourned sessions will begin at 7:00 PM in the Acton-Boxborough Regional High School Auditorium. Come early to get checked in by the Town Clerk's staff and to obtain additional information.

Regular attendees at Annual Town Meeting will note that many of the Articles in this Warrant relate to matters which are routinely addressed every year, such as the established Enterprise Budgets and the Schools' and Municipal Operating Budgets, while other Articles relate to issues and matters that are new or unique this year. Although some Articles, such as Zoning or Bylaw amendment proposals, do not involve appropriation of funds, much of the Annual Town Meeting's attention is focused on fiscal matters.

### **Town Meeting Warrant and Procedures**

The Town Meeting Warrant is the agenda for the meeting. It is drawn up by the Selectmen from various proposals made by the Selectmen, the School Committees, other Boards, staff and citizens. The Selectmen determine the order that the Articles appear in the Warrant. The Articles will be considered in the order in which they appear, unless the Moderator, or the meeting itself, changes that order. Each Article is intended to give fair notice of the topic to be discussed and voted upon, thus any motion made at Town Meeting under one of these Articles must be found by the Moderator to be within the scope of the printed Article. At the Town Meeting, the motion made under each Article will describe the specific action that is proposed to be taken. The wording of the motion, and any amendments that might be offered to the main motion, may differ from the exact wording of the Article, but as indicated above must be within the scope of the Article. Accordingly, it is suggested that each attendee listen closely to the reading of the motion, and any amendments made before voting.

Your attention is invited to the Warrant section on Parliamentary Procedure and a Basic Guide to Town Meeting Process written by the Town Moderator. The best debate is conducted by those who have informed themselves concerning the issues. Informed debate is delayed when speakers rise only to ask basic questions that could be individually addressed. To assist speakers to inform themselves in advance, and to avoid delays during the meeting engendered by persons seeking basic information, the Board of Selectmen strongly encourages and solicits questions in advance concerning any of the proposed Articles. Information in regard to the Articles is available from any of the people listed after each Article summary, or a general inquiry may be made to the Town Manager's office at (978) 929-6611 or [manager@acton-ma.gov](mailto:manager@acton-ma.gov) for an appropriate referral. Copies of the Municipal Operating Budget will be made available in advance of the meeting at the Memorial Library, West Acton Citizens' Library, Public Safety Facility, and Town Hall. Copies will also be available at Town Meeting. Furthermore, personnel designated by staff or the Moderator will be available in the auditorium during the Meeting to answer informational questions which may not be of interest to the entire assemblage on a one-on-one basis.

## **Thank You to Our Volunteers**

In addition to trying to balance our budgetary needs against limited resources, another necessity for the healthy function of our local government and community is the flow of active, interested citizens willing to volunteer their time, talents, and energy to participate as members of the Town's many volunteer regulatory and advisory Boards, Commissions and Committees. Volunteers are the very foundation of our government, and as the needs of the Town expand, so does the need for volunteers. No special knowledge is necessary to volunteer, only an interest to serve the community and advance the public good, combined with a willingness to learn. The rewards may be intangible, but are very real. We encourage you to volunteer by filling out the Citizen Resource Sheet which is included in this Warrant, tearing it out and mailing it to Town Hall, depositing it in the marked box in the lobby outside the auditorium at Town Meeting, or handing it to any Selectman at this meeting. Please consider helping your Town by volunteering some time – we believe you will find it very rewarding.

Mike Gowing, Chair  
Janet K. Adachi  
Pamela Harting-Barrat  
John Sonner  
David Clough

**Board of Selectmen**

## *Town Manager's Message*

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Respectfully Submitted,

Steven L. Ledoux  
Town Manager

## *Budget Overview*

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## *Finance Committee's Message*

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## Consent Calendar

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In an effort to streamline Town Meeting, the Board of Selectmen and Town Moderator use the concept of a Consent Calendar. The use of Consent speeds the passage of articles which the Selectmen feel should generate no controversy and can be properly voted without debate. Its purpose is to allow motions under these articles to be acted upon as units and to be passed without debate.

Each Consent Calendar will be taken up when the when the first article “on Consent” is reached (for example, if Article 3 is the first Consent article in the Warrant, there will be a motion after Article 2 to take up the items on that Consent Calendar). At this time, the Moderator will call out the article numbers one-by-one.

**Articles on Consent are distinguished from other articles by the asterisk (\*) notation following each article number in the index above, as well as in the title of each article below.**

If **two or more** voters object to any particular Article being included in the Consent Calendar, they should say the word “**hold**” in a loud voice when the number is called. The Article will then be removed from the Consent Calendar, to be debated and voted in the usual manner, **immediately following** the vote on the Consent motion.

There will be **two** Consent motions throughout Town Meeting – one for budgetary articles and one for all other articles on Consent. It is possible that these two motions will occur on different nights of Town Meeting.

After the calling of the individual items in each Consent Calendar, the Moderator will ask that all remaining articles be passed **as a unit** by the voters.

Please carefully review the articles and motions proposed for each Consent motion. **Motions for consent articles are now included under the text of each article.** Motions for *all* articles will be available as a separate handout at Town Meeting. Summaries are also included with each article printed in this Warrant.

If you have any questions about the Consent articles, motions or procedure, please feel free to contact the official listed in the summary of the article or to contact the Town Manager’s Office, by e-mail at **manager@acton-ma.gov** or by telephone at (978) 929-6611, before Town Meeting.

Donald MacKenzie  
Town Moderator

*I served with General Washington in the Legislature of Virginia before the Revolution and, during it, with Dr. Franklin in Congress. I never heard either of them speak ten minutes at a time, nor to any but the main point which was to decide the question. They laid their shoulders to the great points, knowing that the little ones would follow of themselves.*

– Thomas Jefferson

# *Annual Town Meeting Warrant*

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*Town of Acton  
Commonwealth of Massachusetts, ss.*

To either of the Constables of the Town of Acton, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the legal voters of said Town of Acton, qualified to vote at Town Meetings for the transaction of town affairs, to meet in their respective precincts to wit:

Precinct 1 – Nagog Woods Club House – 100 Nonset Path  
Precinct 2 – Conant School – 80 Taylor Road  
Precinct 3 – Blanchard Auditorium, R. J. Grey Junior High School – 12 Charter Road  
Precinct 4 – Blanchard Auditorium, R. J. Grey Junior High School – 12 Charter Road  
Precinct 5 – Blanchard Auditorium, R. J. Grey Junior High School – 12 Charter Road  
Precinct 6 – Conant School – 80 Taylor Road

On **Tuesday, March 27, 2012 between 7:00 AM and 8:00 PM**, by posting a copy of this Warrant by you attested, at each of the places as directed by vote of the Town, fourteen days at least before the twenty-seventh day of March 2012,

To bring their votes on one ballot for the following officers:

One Moderator for a one-year term,  
Two Selectmen for three-year terms,  
Two School Committee members for three-year terms,  
One School Committee member for a one-year term,  
One Trustee of the Memorial Library for a three-year term,  
Two Housing Authority members for five-year terms.

In addition, the Acton Water District will elect the following officers:

One Commissioner for a three-year term,  
One Clerk for a three-year term.

You are also to notify legal voters aforesaid to meet at the Acton-Boxborough Regional High School Auditorium in said Acton on **Monday, April 2, 2012 at 7:00 PM**, then and there to act on the following articles:

# Articles

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One or more of the following symbols may follow an Article number:

<b><u>Symbol</u></b>	<b><u>Description</u></b>
*	This article is on the Consent Calendar
#	This article submitted by Citizen Petition

## **ARTICLE AA                      CHOOSE TOWN OFFICERS** (Majority vote)

To choose all necessary Town Officers and Committees and to fix the salaries and compensation of all the elective officers of the Town as follows:

Moderator	\$ 20.00 per Town Meeting session
Board of Selectmen, Chairman	\$ 750.00 per year
Board of Selectmen, Member	\$ 650.00 per year

, or take any other action relative thereto.

### **SUMMARY**

This article provides for the election of Trustees of the Elizabeth White Fund, Trustees of the Acton Fireman's Relief Fund, Trustees of the Goodnow Fund and Trustees of the Citizens' Library Association of West Acton and establishes the salaries of the Town's elected officials.

Selectman assigned: : bos@acton-ma.gov / (978) 929-6611

**Recommendations:**      **Board of Selectmen**      **Finance Committee**

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**ARTICLE AB \* COUNCIL ON AGING VAN ENTERPRISE BUDGET**  
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds a sum of money to operate the Senior Van Service, in accordance with Massachusetts General Law, Chapter 44, Section 53 F½, Enterprise Fund Law, or take any other action relative thereto.

**MOTION**

Move that the Town appropriate \$ for the purpose of operating the Town of Acton Senior and Disabled Citizens Van service, and to raise such amount, \$ be raised from department receipts, \$ be transferred from retained earnings and \$ be raised from taxation.

**SUMMARY**

This article requests funding to operate the van service for use by senior citizens and disabled citizens of the Community. This 40-hour per week van service is funded by the Federal, State and Local Governments. 50% of the service is paid by Federal funds, 25% of the service is paid by the Commonwealth, and the final 25% is absorbed by the Town. Base fare rates are determined by the Lowell Regional Transit Authority. Revenues will be used to reduce the Town's share of total costs. If income in any year is in excess of expenses, the excess shall be deposited in a separate fund and used for capital expenditures of the Enterprise or to reduce user fees. Fund status is noted below (for Budget detail see Municipal Supplement).

Fund Balance 6/30/11	Budgeted Revenue FY12	Budgeted Expense FY12	Est. Fund Balance 6/30/12	Budgeted Revenue FY13	Budgeted Expense FY13	Est. Fund Balance 6/30/13
\$	\$	\$	\$	\$	\$	\$

Direct inquiries to: Sharon Mercurio, Council on Aging Director  
seniorcenter@acton-ma.gov / (978) 929-6652

Selectman assigned: : bos@acton-ma.gov / (978) 929-6611

**Recommendations:** Board of Selectmen Finance Committee

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**ARTICLE AC \*      SEPTAGE DISPOSAL ENTERPRISE BUDGET**

(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds a sum of money for the purpose of septage disposal, in accordance with Massachusetts General Law, Chapter 44, Section 53F½, Enterprise Fund Law, or take any other action relative thereto.

**MOTION**

Move that the Town appropriate \$ for the purpose of septage disposal, and to raise such amount, \$ be raised from department receipts.

**SUMMARY**

This article requests that the receipts from septage haulers, licensing of septage haulers, licensing of septic system inspectors, licensing of septic installers, and disposal works construction permit fees be used for the purpose of allowing septage collected within Acton to be taken to a water pollution abatement facility and to maintain the Town's septage waste disposal program. These fees will be deposited in a separate account and may be expended to pay part or all of the anticipated costs of septage waste disposal. If income in any year is in excess of expenses, the excess shall be deposited in a separate fund and used for capital expenditures of the Enterprise or to reduce user fees. Fund status is noted below (for Budget detail see Municipal Supplement).

Fund Balance 6/30/10	Budgeted Revenue FY11	Budgeted Expense FY11	Est. Fund Balance 6/30/11	Budgeted Revenue FY12	Budgeted Expense FY12	Est. Fund Balance 6/30/12

Direct inquiries to:    Doug Halley, Health Director: health@acton-ma.gov / (978) 929-6632

Selectman assigned:    : bos@acton-ma.gov / (978) 929-6611

**Recommendations:**      **Board of Selectmen**      **Finance Committee**

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**ARTICLE AD \* SEWER ENTERPRISE BUDGET**

(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds a sum of money for the purpose of operating and maintaining a sewer collection and treatment facility, in accordance with Massachusetts General Law, Chapter 44, Section 53F½, Enterprise Fund Law, or take any other action relative thereto.

**MOTION**

Move that the Town appropriate \$ for the purpose of operating the sewer system, and to raise such amount, \$ be raised from department receipts.

**SUMMARY**

This article requests funding for operation of the municipal sewer system. Sewer charges, private sewer treatment plant fees, connection fees, sewer inspector fees, betterments, State and Federal aid for Sewers, and any other income derived from the operation of the municipal sewer system will be deposited in a separate account and may be expended to pay part or all of the anticipated costs of sewerage disposal for the system. If income in any year is in excess of expenses, the excess shall be deposited in a separate fund and used for capital expenditures of the enterprise fund or to reduce user fees.

Fund Balance 6/30/10	Budgeted Revenue FY11	Budgeted Expense FY11	Est. Fund Balance 6/30/11	Budgeted Revenue FY12	Budgeted Expense FY12	Est. Fund Balance 6/30/12
\$	\$	\$	\$	\$	\$	\$

Direct inquiries to: Stephen Barrett, CPA, Finance Director: [finance@acton-ma.gov](mailto:finance@acton-ma.gov) / (978) 929-6624

Selectman assigned: : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**      **Board of Selectmen**      **Finance Committee**

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**ARTICLE AE \*      AMBULANCE ENTERPRISE FUND**  
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds a sum of money for the purpose of health care, in accordance with Massachusetts General Law, Chapter 44, Section 53F½, Enterprise Fund Law, or take any other action relative thereto.

**MOTION**

Move that the Town appropriate \$ for the purpose of operating the ambulance service, and to raise such amount, \$ be raised from department receipts and \$ be raised from taxation.

**SUMMARY**

This article requests an appropriation to operate the Town's Ambulance service. The enterprise fund includes the salaries and benefits of four net Firefighter/EMTs. Charges for ambulance service and any other income derived from the operation of the Ambulance service will be deposited in this fund and used for expenditures of the enterprise fund or to reduce user fees.

Fund Balance 6/30/10	Budgeted Revenue FY11	Budgeted Expense FY11	Est. Fund Balance 6/30/11	Budgeted Revenue FY12	Budgeted Expense FY12	Est. Fund Balance 6/30/12
\$	\$	\$	\$	\$	\$	\$

Direct inquiries to:    Steven L. Ledoux, Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 929-6611

Selectman assigned:    : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**      **Board of Selectmen**      **Finance Committee**

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**ARTICLE AF \*      TRANSFER STATION AND RECYCLING ENTERPRISE BUDGET**  
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, a sum of money for the purpose of solid waste disposal and recycling in accordance with Massachusetts General Law, Chapter 44, Section 53F½, Enterprise Fund Law, or take any other action relative thereto.

**MOTION**

Move that the Town appropriate \$ for the purpose of solid waste disposal and recycling, and to raise such amount, \$ be raised from department receipts.

**SUMMARY**

This article requests funding for the Town's solid waste disposal and recycling operations. The citizens of Acton who use the Transfer Station fund 100% of the costs of the operations from fees. The fees are deposited in a separate account and expended to pay the expenses of solid waste disposal. If income in any year is in excess of expenses, the excess shall be deposited in a separate fund and used for future expenditures of the enterprise fund or to reduce user fees. Fund status is noted below (for Budget Detail see Municipal Supplement).

Fund Balance 6/30/10	Budgeted Revenue FY11	Budgeted Expense FY11	Est. Fund Balance 6/30/11	Budgeted Revenue FY12	Budgeted Expense FY12	Est. Fund Balance 6/30/12
\$	\$	\$			\$	\$

Direct inquiries to:    John Murray, Assistant Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 929-6611

Selectman assigned:    : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**      **Board of Selectmen**      **Finance Committee**

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**ARTICLE AG \* SELF-FUNDING PROGRAMS (REVOLVING FUNDS)**

(Majority vote)

To see if the Town will vote, pursuant to Massachusetts General Law, Chapter 44, Section 53E½ to establish or continue revolving funds for the Local School System, to be expended by the Superintendent of Schools; and for the Historic District Commission, Building Department, Sealer of Weights and Measures, Health Inspectional Services and Fire Department Fire Alarm Network, to be expended by the Town Manager, as noted below:

Fund	FY13 Estimated Revenue	FY13 Authorized Expenditure
<b>School Department</b>		
Douglas at Dawn/Dusk	\$	\$
Merriam Mornings/Afternoons/Summer	\$	\$
<b>Historic District Commission</b>	\$	\$
<b>Building Department</b>	\$	\$
<b>Sealer of Weights and Measures</b>	\$	\$
<b>Health Department</b>		
Food Service Inspections	\$	\$
Hazardous Materials Inspections	\$	\$
Stormwater Inspections	\$	\$
<b>Fire Department</b>		
Fire Alarm Network	\$	\$

, or take any other action relative thereto.

**MOTION**

Move that the revolving funds for the Local School System, Historic District Commission, Building Department, Sealer of Weights and Measures, Health Department, and Fire Department be continued in the amounts and for the purposes set forth in the expense column of this Article.

**SUMMARY**

This article allows the Schools and Town to fully fund the extended day/summer programs of the Local Schools, Historic District Commission activities, Building Department inspectional programs, Sealer of Weights and Measures services, specified ongoing Health inspectional programs and the Town-wide Fire Alarm Network from their respective receipts and fund balance. This article removes the cost of these services from the tax base. Fees are deposited in a separate account and may be expended to pay part or all of the anticipated costs of operating each program. If income exceeds costs, the excess is retained for use of the specific program in any subsequent period.

The Historic District Commission revolving Fund has been reduced while an analysis of income and expense is performed to determine whether this function is more appropriately handled as part of the Town's general fund operation.

	FY 2010 Actual Revenue	FY 2010 Actual Expense	Fund Balance 6/30/2010	FY 2011 Budgeted Revenue	FY 2011 Budgeted Expense	Actual Revenue YTD	Actual Expense YTD
<b>School Department<sup>1</sup></b>							
Douglas at Dawn/Dusk	\$246,497	\$282,488	\$268,701	\$291,500	\$291,500	\$121,669	\$139,041
Merriam Mornings/Afternoons/Summer	\$144,491	\$196,098	\$171,370	\$204,050	\$204,050	\$97,207	\$109,582
<b>Historic District Commission<sup>2</sup></b>	\$320	\$998	\$107	\$600	\$600	\$75	\$400
<b>Building Department<sup>2</sup></b>	\$114,081	\$106,218	\$95,549	\$170,040	\$170,040	\$73,959	\$57,355
Includes fees for Electrical, Plumbing & Gas Permits / Microfilming / Periodic Inspections							
<b>Sealer of Weights and Measures<sup>2</sup></b>	\$9,325	\$10,769	\$16,771	\$13,126	\$13,126	\$12,479	\$8,680
<b>Health Department<sup>2</sup></b>							
Hazardous Materials Inspection	\$50,106	\$40,806	\$49,471	\$44,511	\$44,511	\$9,916	\$45,896
Food Service Inspections	\$45,410	\$30,693	\$94,202	\$36,351	\$36,351	\$33,959	\$41,689
<b>Fire Department<sup>2</sup></b>							
Fire Alarm Network	\$56,240	\$51,973	\$35,520	\$56,298	\$56,298	\$7,059	\$20,721
All Monetary Figures Rounded to the Nearest Dollar							
<sup>1</sup> Actuals as of 3/9/2011							
<sup>2</sup> Actuals as of 2/28/2011							

Direct inquiries to: <sup>1</sup> Dr. Stephen Mills, Superintendent: [smills@mail.ab.mec.edu](mailto:smills@mail.ab.mec.edu) / (978) 264-4700  
<sup>2</sup> John Murray, Assistant Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 929-6611

Selectman assigned: : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**      **Board of Selectmen**      **Finance Committee**

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**ARTICLE AH \*      TOWN BOARD SUPPORT –**  
(Majority vote)      **ACTON-BOXBOROUGH CULTURAL COUNCIL**

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$2,000, or any other sum, to be expended by the Town Manager for the ongoing expenses of the Acton-Boxborough Cultural Council for programs in Acton, or take any other action relative thereto.

**MOTION**

Move that the Town raise and appropriate \$2,000 for the ongoing expenses of the Acton-Boxborough Cultural Council.

**SUMMARY**

The Acton-Boxborough Cultural Council (ABCC) seeks a sum of money to produce cultural activities and programming in Acton. These funds will help to foster collaborations among local artists and cultural organizations and to address the cultural needs of the Town. This will augment the funds received by the ABCC from the State through the Massachusetts Cultural Council.

Direct inquiries to: Steven L. Ledoux, Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 929-6611

Selectman assigned: : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**      **Board of Selectmen**      **Finance Committee**

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**ARTICLE BA                      TRANSPORTATION PROGRAM**  
(Majority vote)

To see if the Town will vote to appropriate from available funds a sum of money to defray necessary expenses above the amount appropriated at the 2011 Annual Town Meeting, or take any other action relative thereto.

**ARTICLE BB                      BUDGET TRANSFER**  
(Majority vote)

To see if the Town will vote to appropriate from available funds a sum of money to defray necessary expenses above the amount appropriated at the 2011 Annual Town Meeting, or take any other action relative thereto.

**SUMMARY**

This article is routinely placed on the Warrant to allow Town Meeting to transfer funds and supplement monies, if necessary, to cover expenses in the current fiscal year.

Direct inquiries to: Steven L. Ledoux, Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 929-6611

Selectman assigned: : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**      **Board of Selectmen**      **Finance Committee**

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**ARTICLE BC                      NURSING ENTERPRISE BUDGET**  
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds a sum of money to provide Public Health and Visiting Nurse Services, in accordance with Massachusetts General Law, Chapter 44, Section 53F½, Enterprise Fund Law, or take any other action relative thereto.

**MOTION**

Move that the Town appropriate \$ for the purpose of operating the Town of Acton Public Health Nursing Service, and to raise such amount, \$ be raised from department receipts, \$ be transferred from retained earnings.

**SUMMARY**

This article requests an appropriation for the Nursing Service Enterprise Fund. An Enterprise Fund permits the Nursing Service to offset its costs with fees for service. These fees are deposited in a separate account and may be expended to pay part or all of the anticipated costs of running the Nursing Service. If income in any year is in excess of expenses, the excess shall be deposited in a separate fund and used for capital expenditures of the Enterprise or to reduce user fees. Fund status is noted below (for Budget detail see Municipal Supplement).

Fund Balance 6/30/10	Budgeted Revenue FY11	Budgeted Expense FY11	Est. Fund Balance 6/30/11	Budgeted Revenue FY12	Budgeted Expense FY12	Est. Fund Balance 6/30/12

Direct inquiries to: Doug Halley, Health Director: health@acton-ma.gov / (978) 929-6632

Selectman assigned: : bos@acton-ma.gov / (978) 929-6611

**Recommendations:**            **Board of Selectmen**            **Finance Committee**

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**ARTICLE BD                      TOWN OPERATING BUDGET**  
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, a sum of money to defray the necessary expenses of the departments, offices and boards of the Town, exclusive of the School budgets, or take any other action relative thereto.

**SUMMARY**

This article requests funds for the municipal operating budget. The municipal budget also includes certain school costs. These are primarily the costs of debt service requirements; property, liability and contents insurance on school buildings; pension costs and workers' compensation insurance for school employees, other than teachers and regional school employees. The standard motion for the municipal budget appropriation under this article typically includes the transfer of monies such as Cemetery Trust Funds and Wetland Filing Fees.

Direct inquiries to: Steven L. Ledoux, Town Manager: manager@acton-ma.gov / (978) 929-6611

Selectman assigned: : bos@acton-ma.gov / (978) 929-6611

**Recommendations:**            **Board of Selectmen**            **Finance Committee**

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**ARTICLE BE**  
(Majority vote)

**FUND COLLECTIVE BARGAINING AGREEMENT  
POLICE PATROL OFFICERS**

To see if the Town will vote to raise and appropriate, transfer and/or appropriate from available funds a sum of money necessary to fund the cost items contained in Collective Bargaining Agreement(s) between the Town and its police patrol officers union as filed with the Town Clerk, or take any other action relative thereto.

**SUMMARY**

This article would ask Town Meeting to fund cost items contained in the first year of a collective bargaining agreement with Town police patrol officers union, under the provisions of Massachusetts General Law, Chapter 150E, Section 7. When a tentative agreement is reached with a union, the Town will bring a funding request for the financial elements of the agreement to the first available Town Meeting for approval. If the funding is approved, the Town is obligated to fund the remaining years of the contract. If the funding request is rejected by Town Meeting, the parties must return to the bargaining table for further negotiations.

Direct inquiries to: Steven L. Ledoux, Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 929-6611

Selectman assigned: : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**      **Board of Selectmen**      **Finance Committee**

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**ARTICLE BF**  
(Majority vote)

**FUND COLLECTIVE BARGAINING AGREEMENT  
HIGHWAY AND MUNICIPAL PROPERTIES**

To see if the Town will vote to raise and appropriate, transfer and/or appropriate from available funds a sum of money necessary to fund the cost items contained in Collective Bargaining Agreement(s) between the Town and its highway and municipal properties personnel union(s) as filed with the Town Clerk, or take any other action relative thereto.

**SUMMARY**

This article would ask Town Meeting to fund cost items contained in the first year of a collective bargaining agreement with Town highway and municipal properties personnel union(s), under the provisions of Massachusetts General Law, Chapter 150E, Section 7. When a tentative agreement is reached with a union, the Town will bring a funding request for the financial elements of the agreement to the first available Town Meeting for approval. If the funding is approved, the Town is obligated to fund the remaining years of the contract. If the funding request is rejected by Town Meeting, the parties must return to the bargaining table for further negotiations.

Direct inquiries to: Steven L. Ledoux, Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 929-6611

Selectman assigned: : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**      **Board of Selectmen**      **Finance Committee**

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**ARTICLE BI**  
(Majority vote)

**OTHER POST EMPLOYMENT BENEFITS LIABILITY TRUST FUND**  
**ACCEPT LEGISLATION C.32B S.20**

To see if the Town will vote to accept the provisions of Chapter 32B, Section 20 of the Massachusetts General Laws relative to establishing an Other Post-Employment Benefits Liability Trust Fund, or take any other action relative thereto.

**SUMMARY**

This article requests that the Town accept the provisions of Chapter 32B, Section 20 of the Massachusetts General Laws relative to establishing an Other Post-Employment Benefits Liability Trust Fund. The statute, if accepted, is intended to help the Town address the fiscal challenges associated with unfunded liabilities for pension and Other Post-Employment Benefits (or “OPEB”) liabilities. The Town currently has an unfunded pension liability of \$\_\_\_\_ and an unfunded OPEB liability of \$\_\_\_\_. Establishing such a trust fund will help to ensure the long-term sustainability of the Town’s pension system.

Once the statute is accepted, the Town may appropriate amounts to be credited to the fund. Any interest or other income generated by the fund shall be added to and become part of the fund. Amounts that the Town receives as a sponsor of a qualified retiree prescription drug plan under 42 U.S.C. section 1395w-132 may be added to and become part of the fund. All monies held in the fund shall be segregated from other funds and shall not be subject to the claims of any general creditor of the town.

The custodian of the fund is the Town Treasurer or, if designated by the town meeting, the Health Care Security Trust board of trustees established in section 4 of chapter 29D, provided that the board of trustees accepts the designation.

Monies in the fund shall be invested and reinvested by the custodian consistent with the prudent investor rule established in chapter 203C and may, with the approval of the Health Care Security Trust board of trustees, be invested in the State Retiree Benefits Trust Fund established in section 24 of chapter 32A.

**ARTICLE BJ**  
(Majority vote)

**OTHER POST EMPLOYMENT BENEFITS LIABILITY TRUST FUND**  
**APPROPRIATION**

To see if the Town will raise and appropriate, or appropriate from available funds, and transfer a sum of money to the Other Post-Employment Benefits Liability Trust Fund established in accordance with Massachusetts General Laws Chapter 32B, Section 20, for the purpose of funding Other Post-Employment Benefits Liabilities, or take any other action relative thereto.

**SUMMARY**

This article requests an appropriation to the Other Post-Employment Benefits Liabilities Trust Fund established in accordance with Massachusetts General Laws Chapter 32B, Section 20 under Article \_\_\_\_.

**ARTICLE BK #      CITIZENS PETITION – ESTABLISHMENT OF OTHER**  
**(Majority vote)      POST-EMPLOYMENT BENEFITS (OPEB) LIABILITY TRUST FUND**

To see if the Town will vote to accept the provisions of Chapter 32B, Section 20 of the Massachusetts General Laws relative to establishing an Other Post-Employment Benefits Liability Trust Fund, or take any other action relative thereto.

**SUMMARY**

This article requests that the Town accept the provisions of Chapter 32B, Section 20 of the Massachusetts General Laws relative to establishing an Other Post-Employment Benefits Liability Trust Fund. The statute, if accepted, is intended to help the Town address the fiscal challenges associated with unfunded liabilities for pension and “Other Post-Employment Benefits” (or “OPEB”) liabilities.

Once the statute is accepted, the Town may appropriate amounts to be credited to the fund. Any interest or other income generated by the fund shall be added to and become part of the fund. Amounts that the Town receives as a sponsor of a qualified retiree prescription drug plan under 42 U.S.C. section 1395w-132 may be added to and become part of the fund. All monies held in the fund shall be segregated from other funds and shall not be subject to the claims of any general creditor of the town.

The custodian of the fund is the Town Treasurer or, if designated by the town meeting, the Health Care Security Trust board of trustees established in section 4 of chapter 29D, provided that the board of trustees accepts the designation.

Monies in the fund shall be invested and reinvested by the custodian consistent with the prudent investor rule established in chapter 203C and may, with the approval of the Health Care Security Trust board of trustees, be invested in the State Retiree Benefits Trust Fund established in section 24 of chapter 32A.

Note : This Summary was provided by the Assistant Town Manager John Murray. This Article was submitted in December 2011 to meet the Board of Selectmen deadline for inclusion of Citizens’ Petition Articles.

Direct Inquiries to:

Allen Nitschelm, Allen@TheHomesteader.com / 978-266-2456

Charlie Kadlec Acton2012ATM@stolab.com / 978-263-4361

**ARTICLE BL #      CITIZENS PETITION – OPEB APPROPRIATION**  
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, and transfer a sum of money to the Other Post-Employment Benefits Liability Trust Fund established in accordance with Massachusetts General Laws Chapter 32B, Section 20, for the purpose of funding Other Post-Employment Benefits Liabilities, or take any other action relative thereto.

**SUMMARY**

Three years ago, Acton commissioned a report by the Segal Company to calculate the future cost of its obligations to pay for retired employees' health insurance, called OPEB (Other Post Employment Benefits). Segal estimated the actuarial commitment at \$83 million for both the town and schools. The best way to prepare for this future obligation was to set up a fund and make payments over 30 years; however, no fund was created and no money has been set aside.

In October 2011, the town and schools received a report from Segal with an updated analysis. It estimates the obligation had grown to \$100 million, an increase of about 20% in just three years. Segal recommends that Acton set aside \$8 million starting in FY11. However, no payments towards this obligation were included in the FY11 or FY12 budgets. The 2011 Segal report on OPEB is available on Acton Forum's Links and Documents page.

To meet the Board of Selectmen's deadline for Articles submitted by Citizen's Petition, this Summary is being written in December 2011. At this time, the Acton Leadership Group (ALG), the Board of Selectmen, the School Committees and the Finance Committee have begun discussing budgets for FY13 to be presented at the April 2012 Annual Town Meeting but have not reached consensus. The Board of Selectmen has not decided whether they will or will not include Articles in the Warrant to address this unfunded liability. We are concerned that, once again, the decision will be not to include any funding for the OPEB obligation for FY13, or to include only a token amount, basically to "pass the buck" to future taxpayers while we continue to make contractual commitments to pay these benefits to past and current employees.

The only long-term solution to the OPEB liability is to develop a dedicated revenue stream. This can be done through a permanent additional increase in property taxes (we estimate an increase of 10-15% would be needed), or reduce the growth in spending over several years, or some combination of the two.

Doing nothing should no longer be an option if we are going to take our obligations and commitments seriously. The rate of growth of OPEB could significantly increase as more workers retire or inflation or health-care costs rise. In just fifteen years, this problem could take up 20% or more of the entire budget of the town and schools.

To get started, the Finance Committee's OPEB subcommittee recommended a funding level of \$2.2 million for FY13, which can be taken out of current reserves. While not a permanent solution (reserves will run out long before OPEB is fully funded), it is a start and it prevents the use of that portion of reserves to cover deficit spending for yearly operations, which has been and continues to be the long-range plan of the Acton Leadership Group. The purpose of this Article is to allow Town Meeting to implement the Finance Committee's OPEB subcommittee's funding recommendation, which said "we recommend funding \$2.2 million, which is less than half of the required amount."

Direct Inquiries to:

Allen Nitschelm, [Allen@TheHomesteader.com](mailto:Allen@TheHomesteader.com) / 978-266-2456

Charlie Kadlec [Acton2012ATM@stolab.com](mailto:Acton2012ATM@stolab.com) / 978-263-4361

**ARTICLE BM            CAPITAL EQUIPMENT AND IMPROVEMENTS**  
(Majority vote)

To see if the Town will raise and appropriate, transfer and/or appropriate from available funds, a sum of money to be expended by the Town Manager for the purchase, replacement or improvement of vehicles, equipment or infrastructure as listed below, including related incidental costs, or take any other action relative thereto.

<b>K.</b>		\$
<b>Total</b>		\$

**SUMMARIES**

**K.**

Direct inquiries to:

Selectman assigned: : bos@acton-ma.gov / (978) 929-6611

**Recommendations:**        **Board of Selectmen**        **Finance Committee**

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**ARTICLE BN            CAPITAL EQUIPMENT AND IMPROVEMENTS - BONDING**  
(Majority vote)

**ARTICLE CA            ACTON PUBLIC SCHOOLS BUDGET**  
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, a sum of money to defray the necessary expenses of the Acton Public School System, or take any other action relative thereto.

**SUMMARY**

This article requests funds for the Acton Public Schools' operating budget.

Direct inquiries to:    Dr. Stephen Mills, Superintendent: smills@mail.ab.mec.edu / (978) 264-4700

Selectman assigned: : bos@acton-ma.gov / (978) 929-6611

**Recommendations:**        **Board of Selectmen**        **Finance Committee**

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**ARTICLE CB**  
(Majority vote)

**ACTON PUBLIC SCHOOLS**  
**CAPITAL EQUIPMENT AND IMPROVEMENTS**

**ARTICLE CC**  
**ASSESSMENT**  
(Majority vote)

**ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT**

To see if the Town will raise and appropriate, or appropriate from available funds, a sum of money to defray the necessary expenses of the Acton-Boxborough Regional School District, or take any other action relative thereto.

**SUMMARY**

This article requests funds for the Acton-Boxborough Regional School District Assessment. This assessment, voted by the Acton-Boxborough Regional District School Committee, is governed by the terms of the Acton-Boxborough Regional School District Agreement.

Direct inquiries to: Dr. Stephen Mills, Superintendent: [smills@mail.ab.mec.edu](mailto:smills@mail.ab.mec.edu) / (978) 264-4700

Selectman assigned: : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**      **Board of Selectmen**      **Finance Committee**

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**ARTICLE CD**  
(Majority vote)

**ACTON-BOXBOROUGH REGIONAL SCHOOLS**  
**CAPITAL EQUIPMENT AND IMPROVEMENTS**

**ARTICLE CE**  
(Majority vote)

**“SENSE OF THE MEETING” -**  
**REGIONALIZE GRADES K-12 WITH BOXBOROUGH**

**ARTICLE CF            MINUTEMAN REGIONAL SCHOOL DISTRICT ASSESSMENT**  
(Majority vote)

To see if the Town will raise and appropriate, and/or transfer and appropriate from available funds, a sum of money to defray the necessary expenses of the Minuteman Regional Vocational Technical School District, or take any other action relative thereto.

**SUMMARY**

This article requests funds for the Minuteman Regional Vocational Technical School District Assessment. This assessment, voted by the Minuteman School Committee, is governed by the terms of the Minuteman School District Agreement.

Direct inquiries to:    Dr. Ed Bouquillon, Superintendent: [ebouquillon@minuteman.org](mailto:ebouquillon@minuteman.org) / (781) 861-6500

Selectman assigned:    : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**        **Board of Selectmen**        **Finance Committee**

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**ARTICLE CG            MINUTEMAN REGIONAL SCHOOL DISTRICT**  
(Majority vote)        **FACILITY REPAIR ASSESSMENT (FY12, Possibly Budget Transfer)**

**ARTICLE CH            MINUTEMAN REGIONAL SCHOOL DISTRICT**  
(Majority vote)        **AUTHORIZE STABILIZATION FUND**

**ARTICLE DA**  
(Majority vote)

**COMMUNITY PRESERVATION PROGRAM –  
DIRECT APPROPRIATIONS FROM FUND BALANCES**

*"I hope to get something to you and the Selectmen before their 2/29 meeting. In the meantime the recommendations for projects looks like this, with all firm except for line items 1 and 7."*

Open Space Set Aside Funds	\$ 500,000
Landscape Mitigation, S.A. Train Station	\$ -
Preservation Loan	withdrawn
468 Main Street Access Project	\$ 70,000
Memorial Library window restoration	\$ 12,000
Town Hall Tower Clock	\$ 14,000
Windsor Building Interior Restoration	\$ 50,000
Regional Housing Services Program	\$ 40,000
Development Funds	\$ 300,000
Lower Fields Project / Skate Park	\$ 210,000
CPA Program Support = 5% of ('11 coll. surcharge + '12 MA tr. fd. distr.)	\$ 47,942

Direct inquiries to: Roland Bartl, AICP, Planning Director: [planning@acton-ma.gov](mailto:planning@acton-ma.gov) / (978) 929-6631

Selectman assigned: : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

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**ARTICLE DD**  
(Majority vote)

**ACTON 2020 COMPREHENSIVE COMMUNITY PLAN -  
GOALS AND OBJECTIVES**

To see if the Town will vote to adopt the following Goals and Objectives of the Acton 2020 Comprehensive Community Plan (Master Plan):



**Comprehensive Community Plan  
Goals and Objectives:**

The Acton 2020 Plan is based on seven major goals that were developed through listening to nearly 2000 residents. Care has been taken to weave all of them together in a well thought out Implementation Plan. Many of the recommended action steps serve multiple goals. For example, vital centers like the future Kelley's Corner permit more sustainable transportation to be effective, they provide the kinds of gathering places Actonians have asked for, they serve the goal of diversity and inclusion by increasing the stock of less expensive housing, and as analysis of the Plan Roadmap shows, they promote fiscal stability.

**GOAL 1: Preserve and Enhance Town Character**

**We feel strongly about preserving and enhancing what makes Acton special and unique, including its rural characteristics, historic buildings and landscapes, and its village centers.**

Objective 1.1: Strengthen tools to manage growth pro-actively.

Objective 1.2: Preserve and enhance village centers.

Objective 1.3: Preserve rural characteristics and open space.

Objective 1.4: Preserve historic buildings and landscapes.

Objective 1.5: Foster an understanding and appreciation for what makes Acton unique, including its history.

## **GOAL 2: Ensure Environmental Sustainability**

**As Acton residents, we recognize that our health and well-being depend on protecting the web of life of which we are a part. Therefore, it is vital that we live and work here in a manner that supports that web and the well-being of people everywhere, including future Acton citizens.**

Objective 2.1: Protect the quality and quantity of Acton's water.

Objective 2.2: Reduce waste and the accumulation of toxins.

Objective 2.3: Reduce emissions of carbon dioxide and other greenhouse gases.

Objective 2.4: Move toward patterns of land use and land protection that support broad biodiversity, soil preservation, and healthy local agriculture.

## **GOAL 3: Improve Connections**

**We recognize that a community that is connected is safer, stronger, and provides more opportunities for meaningful interaction. We envision supporting these connections through physical means including sidewalks, bike paths, trails and public transportation to connect people and places, and to support independent and safe travel for all. We also envision open communication as a means to further connect residents (e.g. through the web, cable TV, community bulletin boards, etc.).**

Objective 3.1: Make walking and biking easier and safer.

Objective 3.2: Improve transportation around town.

Objective 3.3: Promote communication among town government, citizens, schools, and the business community.

Objective 3.4: Support and strengthen neighborhoods.

## **GOAL 4: Provide More Opportunities for Community Gathering and Recreation**

**We value the small town feeling and appreciate the sense of community that results from frequent opportunities for interaction. We support providing places for casual social interaction and organized events that bring members of the community together. We believe in offering opportunities for intergenerational experiences and for sharing of inter-cultural celebration, and we aim to provide recreational opportunities for all ages.**

Objective 4.1: Provide a community facility large enough to accommodate a variety of uses and a wide range of programming.

Objective 4.2: Provide more playgrounds, fields for team sports, parks, and conservation lands.

Objective 4.3: Create new gathering spaces and make better use of existing ones.

Objective 4.4: Support additional cultural activities.

#### **GOAL 5: Support Inclusion and Diversity**

**Our community values our diversity in all of its forms. We welcome citizens of all ages, socioeconomic, cultural, and racial/ethnic backgrounds. We strive to foster respect and appreciation, promote interaction, and actively encourage a wide variety of individuals to live, work, and play in Acton.**

Objective 5.1: Support residents of all ages.

Objective 5.2: Support households of all income levels.

Objective 5.3: Embrace cultural diversity.

Objective 5.4: Support citizens with disabilities in participating fully in the life of the community.

#### **GOAL 6: Preserve and Enhance Town-Owned Assets & Services**

**We value our Town assets and wish to preserve and enhance them. These include our open spaces, schools, municipal properties and facilities.**

Objective 6.1: Protect Town-owned open space.

Objective 6.2: Support excellence in schools.

Objective 6.3: Manage the Town's facilities efficiently.

Objective 6.4: Provide high quality services that are responsive to community needs.

Objective 6.5: Provide excellent public health and safety services.

#### **GOAL 7: Maintain and Improve the Financial Well-Being of the Town**

**We believe it is critical for us to sustain and strengthen our town's financial well-being. This includes commercial and economic development that reflects the long-term goals of both businesses and residents of the community. This also includes promoting vigilance in controlling town expenses and continual evaluation of the balance between reasonable taxation and providing quality town services.**

Objective 7.1: Promote fiscal responsibility.

Objective 7.2: Promote economic development that supports other Acton 2020 planning goals.

Objective 7.3: Improve existing commercial areas.

Objective 7.4: Support the ability of all residents to stay in Acton for a lifetime.

## SUMMARY

The Acton 2020 Comprehensive Community Plan represents the culmination of several years of hard work, including thousands of volunteer hours, and most importantly thousands of community members providing valuable inspiration, ideas, and feedback. As Acton residents, we all cherish our town for its beautiful landscapes, strong community values, and excellent schools. Much of the input we gathered focused on retaining and strengthening these assets as well as a general desire for an increased sense of community. In addition, there was also concern expressed regarding the future resilience of the town both financially and environmentally. As Acton 2020 committee members, we believe the Comprehensive Community Plan responds effectively to these desires and concerns and creates a path to making Acton an even better place to live.

The seven goals and corresponding objectives listed above serve as the foundation to the Comprehensive Community Plan and if approved, will serve as a guide to Acton planning policy for many years in the future. Underpinning these goals and objectives are many detailed strategies and action steps, some of which form a “roadmap” for Acton’s future in terms of how it manages any future growth and development. This roadmap focuses on three key areas: guiding growth to Kelley’s Corner and other centers; protecting and acquiring open space; and promoting employment-oriented economic development. It also focuses on helping to encourage empty-nesters and seniors to stay in Acton as well as building up a town center that can be a vibrant, walk-able, community-gathering place. View the Plan at [www.acton2020.info](http://www.acton2020.info).

A vote to approve the above-cited goals and objectives sets the direction of the town; however, many of the strategies and action steps—including those that would put key elements of the roadmap in place such as zoning changes—will require further research as well as subsequent town meeting approval before they are implemented.

Direct inquiries to: Roland Bartl, Planning Director – (978) 929-6631; [planning@acton-ma.gov](mailto:planning@acton-ma.gov)  
Selectman assigned: –

**Board of Selectmen:**

**Finance Committee:**

**Planning Board:**

<b>ARTICLE DE</b> (Majority vote)	<b>LAND AQUISITION - 81 WOOD LANE</b>
<b>ARTICLE DF</b> (Majority vote)	<b>LAND SWAP - TOWN FOREST</b>
<b>ARTICLE DG</b> (Majority vote)	<b>LAND LEASE OR EASEMENT – NARA MIRACLE FIELD</b>
<b>ARTICLE DH</b> (Majority vote)	<b>HOME RULE PETITION – EXTEND RETIREMENT DATES</b>
<b>ARTICLE DI</b> (Majority vote)	<b>HOME RULE PETITION – ENERGY ENTERPRISE FUND</b>
<b>ARTICLE DJ</b> (Majority vote)	<b>RESOLUTION ASKING FOR CONSTITUTIONAL AMENDMENT (REQ. BY CORY ATKINS)</b>
<b>ARTICLE DK</b> (Majority vote)	<b>AMEND TOWN CHARTER - COMMISSION ON DISABILITY MEMBERSHIP</b>
<b>ARTICLE EA</b> (Majority vote)	<b>AMEND TOWN BYLAWS - COMMISSION ON DISABILITY MEMBERSHIP</b>
<b>ARTICLE EB</b> (Majority vote)	<b>AMEND TOWN BYLAWS - MODIFY STORMWATER BYLAW TO ALLOW PRESSURE WASHING</b>
<b>ARTICLE EC</b> (Majority vote)	<b>AMEND TOWN BYLAWS - ADDITIONAL STORMWATER BYLAW (WRAC)</b>
<b>ARTICLE ED</b> (Majority vote)	<b>AMEND TOWN BYLAWS - PUMPING WATER FROM PRIVATE BUILDINGS</b>
<b>ARTICLE EE</b> (Majority vote)	<b>AMEND TOWN BYLAWS - SIGNS IN HISTORIC DISTRICS</b>
<b>ARTICLE EF</b>	<b>AMEND ZONING BYLAW -</b>

(Majority vote)	<b>SIGNS (EDC)</b>
<b>ARTICLE EG</b> (Majority vote)	<b>AMEND ZONING BYLAW - POLITICAL SIGNS</b>
<b>ARTICLE EH</b> (Majority vote)	<b>AMEND ZONING BYLAW - DEFINITION OF AGRICULTURE</b>
<b>ARTICLE EJ</b> (Majority vote)	<b>AMEND ZONING BYLAW - CHANGE ZONING OF BROOKSIDE SHOPS</b>
<b>ARTICLE EK</b> (Majority vote)	<b>AMEND ZONING BYLAW - CLARIFY SPECIFICATIONS FOR ACCESS, FRONTAGE, WIDTH</b>
<b>ARTICLE EL</b> (Majority vote)	<b>AMEND ZONING BYLAW - GARAGES, SHEDS AND BARNs</b>
<b>ARTICLE EM</b> (Majority vote)	<b>AMEND ZONING BYLAW - HOUSES ON NON-CONFORMING LOTS</b>
<b>ARTICLE EN</b> (Majority vote)	<b>AMEND ZONING BYLAW - ROOMING AND BOARDING</b>
<b>ARTICLE EO</b> (Majority vote)	<b>AMEND ZONING BYLAW - ALLOW CAR SALES IN WAY</b>
<b>ARTICLE EP</b> (Majority vote)	<b>AMEND ZONING BYLAW - DRIVE-THROUGH WINDOWS AT PHARMACIES</b>
<b>ARTICLE FA *</b> (Majority vote)	<b>REVISE STREET LAYOUT TICONDEROGA ROAD</b>
<b>ARTICLE FB *</b> (Majority vote)	<b>ACCEPT LAND GIFT – SQUIRREL HILL ROAD NEAR #37</b>
<b>ARTICLE FC *</b> (Majority vote)	<b>ACCEPT LAND GIFT – FAULKNER HILL ROAD NEAR #9, H3A-60</b>

**ARTICLE FD \*      ACCEPT LAND GIFT – QUARRY ROAD**  
(Majority vote)      **GUSTIN / B5-13**

**ARTICLE FE \*      HEAR AND ACCEPT REPORTS**  
(Majority vote)

To see if the Town will accept reports and hear and act upon the report of any committee chosen at any previous Town Meeting that has not already reported, or take any other action relative thereto.

**MOTION**

Move that the Town accept the reports of the various Town Officers and Boards as set forth in the 2011 Town Report and that the Moderator call for any other reports.

**SUMMARY**

This article provides for the acceptance of the Annual Town Report, any other reports Town Boards and Committees may need to offer, and to offer for acceptance any reports of committees chosen at previous Town Meetings.

Selectman assigned: : bos@acton-ma.gov / (978) 929-6611

**Recommendations:**      **Board of Selectmen**      **Finance Committee**

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**ARTICLE FF \*      HIGHWAY REIMBURSEMENT PROGRAM (CHAPTER 90)**  
(Majority vote)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, a sum of money for highway improvements under the authority of Massachusetts General Law, Chapter 90, and any other applicable laws, or take any other action relative thereto.

**MOTION**

Move that the Town Manager is authorized to accept Highway funds from all sources and that such funds are hereby appropriated for highway purposes.

**SUMMARY**

Each year, the State provides communities with reimbursement for certain highway projects. The State Legislature annually establishes the level of highway improvement funds available to cities and towns under the so-called “Chapter 90” Program. This process is not completed until after Acton’s Annual Town Meeting; therefore, we are unable to specify a dollar amount at Town Meeting. State law requires that these State Highway Reimbursement Funds be appropriated by Town Meeting. The purpose of this article is to make that appropriation and allow the town to fully utilize whatever level of appropriation the State may make available during the upcoming fiscal year. If Town Meeting were to not adopt this article, it is conceivable that monies allocated to Acton may be redistributed to State projects or other cities and towns.

Direct inquiries to: John Murray, Assistant Town Manager: manager@acton-ma.gov / (978) 929-6611

Selectman assigned: : bos@acton-ma.gov / (978) 929-6611

**Recommendations:**

**Board of Selectmen**

**Finance Committee**

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## **ARTICLE FG \*      INSURANCE PROCEEDS**

(Majority vote)

To see if the Town will vote to appropriate the proceeds of any insurance policy reimbursements of costs incurred as a result of any covered loss, including without limitation any liability insurance, property insurance, casualty insurance, workers' compensation insurance, health insurance, disability insurance, automobile insurance, police and fire injury and medical costs, and any other insurance of any name and nature whatsoever, or take any other action relative thereto.

### **MOTION**

Move that the Town Manager is authorized to accept insurance proceeds of any name and nature whatsoever from all sources and such funds are hereby appropriated.

### **SUMMARY**

According to Massachusetts General Law, reimbursements received from insurance carriers in excess of \$20,000 require appropriation. This article would authorize the Town Manager to expend such reimbursements.

Direct inquiries to:    John Murray, Assistant Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 929-6611

Selectman assigned:    : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**      **Board of Selectmen**      **Finance Committee**

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## **ARTICLE FH \*      GIFTS OR GRANTS**

(Majority vote)

To see if the Town will vote to appropriate the proceeds of any gifts or grants accepted pursuant to Massachusetts General Law, Chapter 44, Section 53A, and any interest thereon, and that, consistent with the requirements of Massachusetts General Law, Chapter 40, Section 4A, the Board of Selectmen or Town Manager are authorized to enter into an agreement or agreements on behalf of the Town, on such terms and conditions as the Board of Selectmen or the Town Manager may determine, for the stated purposes of the gifts or grants, or take any other action relative thereto.

### **MOTION**

Move that the proceeds of any gifts or grants from any source accepted pursuant to Massachusetts General Law, Chapter 44, Section 53A, and any interest thereon, are hereby appropriated for the stated purposes of the gifts or grants, and may be expended with the approval of the Board of Selectmen or otherwise as stated in Section 53A.

### **SUMMARY**

Section 53A authorizes Town officers and departments to accept “grants or gifts of funds from the Federal Government and from a charitable foundation, a private corporation, or an individual, or from the commonwealth, a county or municipality or an agency thereof” and to expend said funds for the purposes of such grant or gift with the approval of the Board of Selectmen or otherwise as specified in the statute. The Department of Revenue has taken the position that such funds may require appropriation in certain circumstances. This Article provides that appropriation so that those funds may be expended for their stated purposes.

Direct inquiries to:    Steven L. Ledoux, Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 929-6611

Selectman assigned:    : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**      **Board of Selectmen**      **Finance Committee**

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**ARTICLE FI \*      FEDERAL AND STATE REIMBURSEMENT AID**  
(Majority vote)

To see if the Town will vote to appropriate any Federal Government and State Government reimbursement for costs incurred as a result of any declared emergencies or other occurrence, and that, consistent with the requirements of Massachusetts General Law, Chapter 40, Section 4A, the Board of Selectmen or Town Manager are authorized to enter into an agreement or agreements on behalf of the Town, on such terms and conditions as the Board of Selectmen or the Town Manager may determine, or take any other action relative thereto.

**MOTION**

Move that the Town Manager is authorized to accept federal and state reimbursement funds from all sources and that such funds are hereby appropriated for the purposes outlined by such reimbursement.

**SUMMARY**

The Federal Emergency Management Agency (FEMA) and Massachusetts Emergency Management Agency (MEMA) each provide planning and mitigation monies to cities and towns, and each reimburses for certain costs during declared emergencies. In addition, monies may be distributed for Homeland Defense, other Federal programs and other State programs. This article would authorize the Town to expend all such monies.

Direct inquiries to:    John Murray, Assistant Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 929-6611

Selectman assigned:    : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**      **Board of Selectmen**      **Finance Committee**

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**ARTICLE FJ \*      PERFORMANCE BONDS**  
(Majority vote)

To see if the Town will vote to appropriate the proceeds of any performance bonds for the purposes stated in said bonds available as a result of any default, non-performance or other covered conditions, or take any other action relative thereto.

**MOTION**

Move that the Town appropriate the proceeds of any performance bonds, for the purposes stated in said bonds, available as a result of any default, non-performance or other covered conditions.

**SUMMARY**

The Department of Revenue has issued an opinion that the Town cannot expend performance bonds without appropriation. This article would authorize the Town Manager to expend funds secured from performance bonds provided by or on behalf of contractors and others to secure the performance of obligations by such persons to the Town.

Direct inquiries to:    Steven L. Ledoux, Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 929-6611

Selectman assigned:    : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**      **Board of Selectmen**      **Finance Committee**

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## **ARTICLE FK \*      SALE OF FORECLOSED PROPERTIES**

(Majority vote)

To see if the Town will vote to authorize the Board of Selectmen to dispose of foreclosed properties acquired by the Town for nonpayment of taxes in accordance with the provisions of Massachusetts General Laws, or take any other action relative thereto.

### **MOTION**

Move in the words of the Article.

### **SUMMARY**

This article grants authority to the Board of Selectmen to sell and convey properties that the Town has obtained via tax foreclosure.

Direct inquiries to:    John Murray, Assistant Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 929-6611

Selectman assigned:    : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**      **Board of Selectmen**      **Finance Committee**

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## **ARTICLE FL \*      ELDERLY TAX RELIEF (Majority vote)      REAUTHORIZE CHAPTER 73 OF THE ACTS OF 1986**

To see if the Town will vote to continue to accept the provisions of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, providing for a 100% increase in certain property tax exemptions, or take any other action relative thereto.

### **MOTION**

Move that the Town continue to accept the provisions of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, providing for a 100% increase in certain property tax exemptions.

### **SUMMARY**

This is a reauthorization of an ongoing program of tax relief for certain qualifying individuals that was first adopted by Town Meeting in 1999. Section 4 of Chapter 73 of the Acts of 1986 authorized Towns that annually accept the provisions of this law to grant additional real estate tax exemptions for qualifying individuals. These additional exemptions are available to the elderly, disabled or veterans who qualify for property tax exemptions under Clauses 17, 17C, 17C½, 17D, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B and 41C of Section 5, Chapter 59 of the Massachusetts General Laws. This article will continue to provide additional tax relief to qualified individuals by increasing the exemptions to the maximum allowable under the law.

Direct inquiries to:    Brian McMullen, Assistant Assessor: [assessor@acton-ma.gov](mailto:assessor@acton-ma.gov) / (978) 929-6621

Selectman assigned:    : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**      **Board of Selectmen**      **Finance Committee**

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And you are directed to serve this Warrant by posting attested copies thereof fourteen days at least before the time of said meeting, in not less than six public places in Town, to be designated by the Board of Selectmen.

Hereof fail not, and make due return of this Warrant, with your doings thereon, to the Town Clerk, at or before the time of said meeting.

Given under our hands at Acton this thirteenth day of March, 2012.

Mike Gowing, Chair  
Janet K. Adachi  
Pamela Harting-Barrat  
John Sonner  
David Clough

**Board of Selectmen**

A true copy, Attest:

Constable of Acton

# *Glossary of Terms Commonly Used in Municipal Finance*

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**Abatement:** A complete or partial cancellation of a tax bill imposed by a governmental unit; applicable to tax levies and special assessments.

**Appropriation:** An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and the time when it can be expended. Any amount that is appropriated may be encumbered.

A warrant article appropriation is carried forward from year to year until spent for the designated purpose or transferred by town meeting vote to another account.

**Assessed Valuation:** The value placed upon a particular property by the local Board of Assessors for the purpose of apportioning the town's tax levy among individual property owners equitably and in accordance with the legal requirement that property be assessed at "full and fair cash value", certified periodically by the Commonwealth's Commissioner of Revenue (no less frequently than once every three years).

**Audit:** Work done by accountants in examining financial reports, reviewing compliance with applicable laws and regulations, reviewing effectiveness in achieving program results. A basic audit examines only the financial reports and legal compliance. An outside Certified Public Accountant (CPA) audit is directed primarily toward the expression of an opinion as to the fairness of the financial statements and submission of a management letter. An auditor must be independent of the executive branch of government. A state auditor, private CPA or public accountant, or elected auditor meets this test.

**Balance Sheet:** A statement that discloses the assets, liabilities, reserves and equities of a fund or government unit at a specified date.

**Budget:** A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. A budget may be preliminary (the financial plan presented to the town meeting) or final (the plan approved by that body).

**Capital Budget:** A plan of proposed capital outlays and the means of financing them for the current fiscal period. It is usually a part of the current budget.

**Capital Exclusion:** A vote to exclude from the levy limit the cost of a capital project. This exclusion only affects the levy limit for the year in which the project was undertaken.

**Cemetery Land Fund:** A fund established to which revenues are earmarked for the acquisition of land development costs on designated cemetery land purchases.

**Cherry Sheet:** An annual statement received from the Massachusetts Department of Revenue detailing estimated receipts for the next fiscal year for the various state aid accounts and estimated state and county government charges payable by the Town in setting the tax rate. The actual receipts and charges may vary from the estimates.

**Classification:** The division of the real estate tax and personal property voted by the Selectmen. The Selectmen may choose one rate for residences, another rate for business, and another rate for open space.

**Debt Exclusion:** A vote to exclude from the levy limit the costs of debt service for capital projects. This exclusion remains in effect for the life of the debt only.

**Debt Service:** Payment of interest and principal related to debt.

**Encumbrance:** Obligations such as purchase orders, contracts, salary commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved.

**Enterprise Fund:** A fiscal entity with a self-balancing set of accounts that is utilized to account for a governmental service when it is the intent to recover the total costs of service, including depreciation, primarily through user charges and may be supplemented by taxes.

**Equalized Valuation:** The value of all property as determined by the Commissioner of Revenue biennially, to place all property in the state upon an equal footing, regardless of date of assessment.

**Excess and Deficiency:** Also called the "surplus revenue" account, this is the amount by which cash, accounts receivable, and other assets exceed a regional school district's liabilities and reserves as certified by the Director of Accounts. The calculation is based on a year-end balance sheet which is submitted to the Department of Revenue by the district's auditor, accountant, or comptroller as of June 30. The regional school committee must apply certified amounts exceeding five percent of the district's prior year operating and capital costs to reduce the assessment on member cities and towns.

**Expenditure:** The spending of money by the town and schools for the programs or projects within the approved budget.

**FTE:** A full-time equivalent employee based on a 40-hour work week. May be one or more employees, but the total weekly hours equal 40.

**Fiscal Year ("FY"):** A 12-month period, beginning July 1 and ending June 30, to which the annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations. The number of the fiscal year is that of the calendar year in which it ends; for example, FY09 or FY 2009 is the fiscal year which begins July 1, 2008 and ends June 30, 2009.

**Free Cash:** Certified each July 1 by the State, this is the portion of Undesignated Fund Balance available for appropriation. It is not cash but rather is approximately the total of cash and receivables less current liabilities and earmarked reserves, reduced also by reserves for uncollected taxes.

**Fund:** An accounting entity with a self-balancing set of accounts that is segregated for the purpose of carrying on identified activities or attaining certain objectives in accordance with specific regulations, restrictions or limitations.

**General Fund:** The fund into which the general (non-earmarked) revenues of the town are deposited and from which money is appropriated to pay expenses.

**General Obligation Bonds:** Bonds issued by the Town that are backed by the full faith and credit of its taxing authority.

**Joint Labor Management Negotiation Process:** A negotiation process available to Police and Fire Unions, which utilizes Commonwealth of Massachusetts' mediators and arbitrators. If an arbitration decision is issued, it is binding upon the Executive Branch (The Board of Selectmen and Management

Staff). Further, the Executive Branch must fully support such an arbitration decision before Town Meeting, even if they believe such a decision is not in the best interest of the Town.

**Overlay:** The amount raised from the property tax levy in excess of appropriations and other charges. It is used to cover abatements and exemptions granted locally or on appeal, and cannot exceed an amount deemed reasonable by the Commissioner of Revenue.

**Override:** A vote to increase the amount of property tax revenue that may be raised over the levy limit.

**Personnel Services:** The cost of salaries, wages and related employment benefits.

**Purchased Services:** The cost of services that are provided by a vendor.

**Property Tax Bill:** The amount produced by multiplying the assessed valuation of property by the tax rate. The tax rate is expressed per thousand dollars of assessed valuation, for example:

House Value:	\$ 300,000	
Tax rate:	\$ 10	which means \$10 per thousand
Levy:	\$ 10	multiplied by \$300,000 and divided by \$1,000
Result:	\$ 3,000	

**Raise:** A phrase used to identify a funding source for an expenditure which refers to money generated by the tax levy or other local receipt.

**Reserve Fund:** A fund appropriated each year that may be used only by vote of the Finance Committee for “extraordinary or unforeseen expenditures.”

**Revolving Fund:** Those funds that may be used for special uses. For example, Recreation fees may be paid into a revolving fund, and expenditures can be made without appropriation with the approval of the Town Manager. Revolving funds are established by state law or town bylaw. Some revolving funds must be annually reauthorized by Town Meeting.

**Stabilization Fund:** A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose (MGL Ch. 40 §5B). Stabilization funds may be established for different purposes, and interest generated by such funds is added to and becomes part of the stabilization fund. A two-thirds vote of town meeting is required to establish, amend the purpose of, or appropriate money into or out of the stabilization fund.

**Tax Levy:** Total amount of dollars assessed in property taxes imposed by the Town each fiscal year.

**Unreserved Fund Balance or Surplus Revenue Account:** The amount by which cash, accounts receivable and other assets exceed liabilities and restricted reserves. It is akin to the stockholders equity account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as “accounts receivable” may be taxes receivable and uncollected. (See Free Cash)

**Warrant:** A list of matters to be acted on by Town Meeting.



# *Town Meeting Parliamentary Procedure*

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Town Meeting is an old and honored tradition in New England. After more than 200 years we can say it still works – it does its job – and hopefully it’s more than a little enjoyable for you, the voters. It’s also the only form of government where the leaders must face the citizenry directly to answer all reasonable queries – and perhaps even some not so reasonable! However, to work well it must have rules of order – and it does. Town Meetings operate under what is generally called “parliamentary procedure” – in our case, as spelled out in Town Meeting Time. Unfortunately, this wonderful little book is widely read only by Moderators, Town Clerks, Town Counsels and a few others with unusual tastes. In addition to such formal procedures Town Meetings also are subject to relatively arbitrary rules of order set forth by the Moderator and precedent. The following information puts forth the most widely used of these “rules of the road” as an effort to help you enjoy and participate in our Town Meetings.

## **Moderator’s Rules**

These are quite arbitrary, but hopefully are consistently applied:

1. Any registered voter may speak to any article, but all must speak politely and respectfully to other voters and members of town boards. Civility is not an option.
2. Since many voters may wish to speak, brevity of comment is appreciated. In addition, speakers are encouraged to add new points to the debate as opposed to repeating what others have already stated.
3. Voters may speak to an issue more than once, but generally “first time” speakers will be recognized before “repeaters”.
4. Remember to listen closely to the motion as stated. The motion puts the warrant article “in play” and it is the motion that is voted on, not the article as written in the warrant. However, there should be a strong similarity between motion and article.
5. Most motions must be “seconded”. Seconding motions is an easy way for newcomers to participate in the meeting. One does not even need to stand or be directly recognized. Generally calling out “second” at the right time will suffice.
6. Voting is most often done by voice. As the Moderator’s hearing fails, “standing” counts may be taken. The last resort, due to time constraints, is to take a counted vote by teller.
7. Although not encouraged, the Moderator’s judgment can be questioned as to the accuracy of the vote as announced. If seven (7) people request a “recount” of a voice or standing votes, it shall be done.
8. The Moderator will generally accept the motion to “move the previous question”, or more easily understood, “to cut off debate.” Many people think this motion is somewhat unfair, but it has been my experience that, more often than not, it is passed unanimously or by overwhelming numbers. In the past, the Moderator has been accused of knowing who plans to make such a motion – generally such accusations are accurate!
9. After a motion has been made and seconded, the mover of the motion speaks first, followed by the appropriate Town Boards (generally the Selectmen and the Finance Committee) who state their opinions. The motion is then available for general discussion – pro, con, or questions.

10. Other than when seconding a motion or requesting a point of order, speakers must be recognized by the Moderator before they launch into their point or question. For the most part this “rule of the road” is rigorously enforced.

### **More Formal Parliamentary Procedure**

There are many types of motions that may come before a meeting. The table below is far from all-inclusive, but indicates the most commonly used motions.

<b>Motion</b>	<b>Second Required</b>	<b>Debatable</b>	<b>Amendable</b>	<b>Vote Required</b>	<b>May Reconsider</b>	<b>May Interrupt</b>
<b>Dissolve</b>	Yes	No	No	Majority	No	No
<b>Fix the Time to Adjourn</b>	Yes	Yes	Yes	Majority	Yes	No
<b>Lay on the Table</b>	Yes	No	No	Two-thirds	Yes	No
<b>Previous Question</b>	Yes	No	No	Two-thirds	No	No
<b>Limit Debate</b>	Yes	No	No	Two-thirds	Yes	No
<b>Postpone to a Time Certain</b>	Yes	Yes	Yes	Majority	Yes	No
<b>Amend</b>	Yes	Yes	Yes <sup>1</sup>	Majority	Yes	No
<b>Postpone Indefinitely</b>	Yes	Yes	No	Majority	Yes	No
<b>Point of Order</b>	No	No	No	None	No	Yes
<b>Main Motion</b>	Yes	Yes	Yes	Varies	Yes	No
<b>Reconsider<sup>2</sup></b>	Yes	Yes	No	Two-thirds	No	No

1 In Acton, we generally do not accept amendments to amendments – too confusing.

2 Controlled by Town bylaw – 2/3 Vote same night; 3/4 Vote, plus posting ensuing nights.

Some of the motions listed above may not be totally understandable in table form only. The following elaboration may help.

The motion to *dissolve* ends the Town meeting and is appropriate only when all business is completed.

*Fix the time to adjourn* is a motion often made by the Selectmen and indicates when a given Town Meeting session will end and when the next session will begin.

*Lay on the table* is a motion used to end debate temporarily or permanently on a given motion. A motion laid on the table may remain there forever, or may be retrieved by the appropriate “take from the table” vote.

*The previous question* cuts off debate immediately and causes a vote on the article or amendment under discussion.

*Limit debate* is a motion generally used to put a specific time limit on a motion or time limits on individual speakers.

***Postpone to a time certain*** is a motion generally used to rearrange the order of the articles (or a single article) in the warrant.

***Amend*** – Many types of motions can be amended or altered to bring them to an even higher state of perfection. Of course, since amendments are a little like “beauty being in the eye of the beholder,” they sometimes fail to pass. In any event, after the amendment is disposed of by a vote, the primary motion, either so amended or not, comes back to the assemblage for further discussion and vote.

***Postpone Indefinitely*** serves the same basic purpose as laying a motion on the table except that it is debatable and requires only a majority vote. If the postpone motion carries, the motion to which it applies is dead – in parliamentary terms, at least.

***Point of Order*** – Anyone at any time may rise to a point of order and interrupt the speaker, simply stating, “Point of order, Mr. Moderator.” The Moderator will immediately stop discussion, listen to the point of order and rule on its validity. Points of order may relate to many issues, for example, the right of a speaker to the floor, proper procedures, indecorous conduct or rarely, but within the realm of possibility, some error that the Moderator is committing.

***Main Motions*** are made when no other business is pending and are the devices used to bring the warrant articles to the Town Meeting floor for discussion.

***Reconsideration*** may be used to bring an article (or motion) which has already been disposed of back for a second time. If reconsideration is passed, it nullifies the previous vote and the article is re-discussed and re-voted. Many people feel that reconsideration is unfair, but it is a valid procedure and is occasionally used. In Acton, a Town Bylaw controls the vote quantum rather than Town Meeting Time. Anyone who wishes to reconsider a motion, particularly on a different night from the original vote, would be well advised to consult the Town Clerk on proper procedures.

Parliamentary procedure is not really complex, but the rules, like the rules of golf, do not always make sense. However, they should be consistently applied. If they are, then the Town Meeting can conduct its business in both an orderly and a fair fashion.

I hope this small treatise is helpful to you and adds to your understanding and enjoyment of a most precious right – TOWN MEETING.

Don MacKenzie  
Town Moderator

## *Internet & Telephone References*

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Official Town of Acton Web Site	<a href="http://www.acton-ma.gov">http://www.acton-ma.gov</a>
Document Management System ("Docushare")	<a href="http://doc.acton-ma.gov">http://doc.acton-ma.gov</a>
Geographic Information System ("GIS")	<a href="http://www.acton-ma.gov/gis">http://www.acton-ma.gov/gis</a>

The Town maintains electronic mail distribution groups for all Boards, Committees and Commissions, as well as Departments. These groups are commonly referred to as "e-mail shells."

E-mails sent to shells are automatically forwarded to all members of the committee who have provided their e-mail address to the Town.

**Using e-mail does *not* satisfy Open Meeting Law requirements (Massachusetts General Laws, Chapter 39, Section 23B). Please direct questions regarding this law to the Town Clerk.**

To use a shell, send your e-mail to the address listed in the center column of this table. When replying to an e-mail sent to a shell, it is recommended that you use the "Reply to All" function of your e-mail program so that all members are copied on your reply.

Town offices converted to a voice-over-IP telephone system in 2010. Below are the new telephone numbers associated with each department and committee. Old numbers will continue to work for a period of time.

<u>Department, Board or Committee</u>	<u>E-mail address</u>	<u>Telephone</u>
Acton Community Housing Corporation	<a href="mailto:achc@acton-ma.gov">achc@acton-ma.gov</a>	(978) 929-6611
Acton Leadership Group	<a href="mailto:alg@acton-ma.gov">alg@acton-ma.gov</a>	(978) 929-6611
Acton-Boxborough Cultural Council	<a href="mailto:abcc@acton-ma.gov">abcc@acton-ma.gov</a>	(978) 929-6611
Appeals, Board of	<a href="mailto:boa@acton-ma.gov">boa@acton-ma.gov</a>	(978) 929-6631
Assessor Department	<a href="mailto:assessor@acton-ma.gov">assessor@acton-ma.gov</a>	(978) 929-6621
Assessors, Board of	<a href="mailto:bas@acton-ma.gov">bas@acton-ma.gov</a>	(978) 929-6621
Building Department	<a href="mailto:building@acton-ma.gov">building@acton-ma.gov</a>	(978) 929-6633
Cable Advisory Committee	<a href="mailto:cac@acton-ma.gov">cac@acton-ma.gov</a>	(978) 929-6612
Cemetery Department	<a href="mailto:cemetery@acton-ma.gov">cemetery@acton-ma.gov</a>	(978) 929-6642
Citizens' Library Department, West Acton	<a href="mailto:wacl@acton-ma.gov">wacl@acton-ma.gov</a>	(978) 929-6654
Clerk Department, Town	<a href="mailto:clerk@acton-ma.gov">clerk@acton-ma.gov</a>	(978) 929-6620
Collector Department	<a href="mailto:collector@acton-ma.gov">collector@acton-ma.gov</a>	(978) 929-6622
Commission on Disability	<a href="mailto:cod@acton-ma.gov">cod@acton-ma.gov</a>	(978) 929-6633
Community Preservation Committee	<a href="mailto:cpc@acton-ma.gov">cpc@acton-ma.gov</a>	(978) 929-6631
Conservation Commission	<a href="mailto:conscom@acton-ma.gov">conscom@acton-ma.gov</a>	(978) 929-6634
Council on Aging	<a href="mailto:coa@acton-ma.gov">coa@acton-ma.gov</a>	(978) 929-6652
Council on Aging Department (Senior Center)	<a href="mailto:seniorcenter@acton-ma.gov">seniorcenter@acton-ma.gov</a>	(978) 929-6652
Design Review Board	<a href="mailto:drb@acton-ma.gov">drb@acton-ma.gov</a>	(978) 929-6631
Economic Development Committee	<a href="mailto:edc@acton-ma.gov">edc@acton-ma.gov</a>	(978) 929-6631
Economic Development Industrial Corp.	<a href="mailto:edic@acton-ma.gov">edic@acton-ma.gov</a>	(978) 929-6631
Emergency Management Agency	<a href="mailto:ema@acton-ma.gov">ema@acton-ma.gov</a>	(978) 929-7730
Engineering Department	<a href="mailto:engineering@acton-ma.gov">engineering@acton-ma.gov</a>	(978) 929-6630
Finance Committee	<a href="mailto:fincom@acton-ma.gov">fincom@acton-ma.gov</a>	(978) 929-6611
Finance Department	<a href="mailto:finance@acton-ma.gov">finance@acton-ma.gov</a>	(978) 929-6624
Fire Department	<a href="mailto:fire@acton-ma.gov">fire@acton-ma.gov</a>	(978) 929-7722
Green Advisory Board	<a href="mailto:gab@acton-ma.gov">gab@acton-ma.gov</a>	(978) 929-6611

Health, Board of	boh@acton-ma.gov	(978) 929-6632
Health Department	health@acton-ma.gov	(978) 929-6632
Health Insurance Trustees	hit@acton-ma.gov	(978) 929-6611
Highway Department	highway@acton-ma.gov	(978) 929-7740
Historic District Commission	hdc@acton-ma.gov	(978) 929-6631
Historical Commission	hc@acton-ma.gov	(978) 929-6631
Human Resources Department	hr@acton-ma.gov	(978) 929-6613
Information Technology Department	it@acton-ma.gov	(978) 929-6612
Land Stewardship Committee	lsc@acton-ma.gov	(978) 929-6634
Manager Department, Town	manager@acton-ma.gov	(978) 929-6611
Memorial Library Department	library@acton-ma.gov	(978) 929-6655
Memorial Library Trustees	mlt@acton-ma.gov	(978) 929-6655
Municipal Properties Department	mp@acton-ma.gov	(978) 929-7744
Natural Resources Department	nr@acton-ma.gov	(978) 929-6634
Nursing Department	nursing@acton-ma.gov	(978) 929-6650
Open Space Committee	osc@acton-ma.gov	(978) 929-6634
Outreach Steering Committee	outreach@acton-ma.gov	(978) 929-6631
Parking Clerk	parkingclerk@acton-ma.gov	(978) 929-6611
Planning Board	pb@acton-ma.gov	(978) 929-6631
Planning Department	planning@acton-ma.gov	(978) 929-6631
Police Department	police@acton-ma.gov	(978) 929-7711
Public Ceremonies Committee	pcc@acton-ma.gov	(978) 929-6611
Recreation Commission	reccom@acton-ma.gov	(978) 929-6640
Recreation Department	recreation@acton-ma.gov	(978) 929-6640
School Committee, A-B Regional	abrsc@acton-ma.gov	(978) 264-4700
School Committee, Acton Public	apsc@acton-ma.gov	(978) 264-4700
Selectmen, Board of	bos@acton-ma.gov	(978) 929-6611
Senior Taxation Aid Committee	stac@acton-ma.gov	(978) 929-6621
Sewer Action Committee	sac@acton-ma.gov	(978) 929-6632
Sidewalk Committee	sidewalks@acton-ma.gov	(978) 929-6630
South Acton Train Station Advisory	satsac@acton-ma.gov	(978) 929-6630
Town Report Committee	trc@acton-ma.gov	(978) 929-6611
Transportation Advisory Committee	tac@acton-ma.gov	(978) 929-6630
Treasurer's Advisory Committee	trac@acton-ma.gov	(978) 929-6611
Veterans Service Officer	vso@acton-ma.gov	(978) 929-6614
Volunteer Coordinating Committee	vcc@acton-ma.gov	(978) 929-6611
Wastewater Advisory Comm. Task Force	wactf@acton-ma.gov	(978) 929-6632
Wastewater Advisory Neighborhood Task Force	want@acton-ma.gov	(978) 929-6632
Water Resources Advisory Committee	wrac@acton-ma.gov	(978) 929-6632

# Volunteer Application

## VOLUNTEER COORDINATING COMMITTEE

Town Hall  
472 Main Street  
Acton, MA 01720

E-mail: [vcc@acton-ma.gov](mailto:vcc@acton-ma.gov)  
Telephone: (978) 929-6611  
Fax: (978) 929-6350

Residents interested in serving on a Town Board, Committee or Commission are asked to complete this form and forward it to the Office of the Town Manager at Town Hall.

(Please print or type)

Date \_\_\_\_\_

**Name** Title (Mr., Mrs., Dr., etc.) / First / Last / Suffix (Sr., Jr., III, etc.)

**Address** Number / Street

**Contact** E-mail Address / Telephone Number(s) (Home, Business, Cell, etc.)

Please indicate below, in order of preference, the Board, Committee or Commission that is of interest to you: \_\_\_\_\_

Have you previously been a member of a Board, Committee or Commission (either in Acton or elsewhere)? If so, please list the Board name and your approximate dates of service: \_\_\_\_\_

Do you have any time restrictions? \_\_\_\_\_

Are you a United States Citizen? \_\_\_\_\_ Are you a Documented Resident Alien of Acton? \_\_\_\_\_

How long have you lived in Acton? \_\_\_\_\_ In Massachusetts? \_\_\_\_\_

Present occupation and employer (Optional: Attach résumé) \_\_\_\_\_

Do you or your employer have any current or potential business relationship with the Town of Acton that could create a conflict of interest? \_\_\_\_\_

Education or special training: \_\_\_\_\_

Please list below any additional information or comments that may help in the matching of your interests with the most appropriate Board/Committee, such as civic experience, special interest/hobbies, etc.: \_\_\_\_\_

Thank you. If you have questions or would like more information, please contact a member of the Volunteer Coordinating Committee. Current membership may be obtained through the Town Manager's office at Town Hall, [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 929-6611.

The space below is for use by the Volunteer Coordinating Committee and the appointing body to record the status of your application.

VCC Interview	Appointing Body
Applicant Called _____	Selectmen / Manager / Moderator
Schedule Date & Time _____	Interview Date _____
Recommendation _____	Appointed Date _____
	Term _____
Board, Committee or Commission _____ _____ _____ _____	Member / Alternate / Associate Member / Alternate / Associate Member / Alternate / Associate Member / Alternate / Associate
Recommendation Sent _____	Notification of Appointment Received by VCC _____ Committee Notified _____ Applicant Notified _____
<input type="checkbox"/> No openings at this time	

## *Proposed Town Meeting Booklet*

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As I have previously mentioned at Town Meetings, I plan to put together a series of thoughts or vignettes on Town Meeting during the latter part of the Twentieth and the first years of the Twenty-First Centuries. No such work presently exists, and I'll need your help.

I'd very much appreciate your writing a few thoughts on Town Meeting – the “good” or the “less than good” about the process, a fond (particularly humorous) memory, a good or otherwise decision made, or anything in general you'd like to have included and be attributed to you in the booklet.

Please mail your submission to me at 12 Wilson Lane, Acton. I'd like to receive 100 or more different ideas for inclusion. Thank you.

Don MacKenzie  
Town Moderator

### Thoughts or Comments on Town Meeting

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(Please continue on reverse side)



**Thoughts or Comments on Town Meeting (continued)**

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**Town of Acton  
472 Main Street  
Acton, MA 01720**

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ACTON, MA 01720**

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